Aerospace Education POA and Annual Reporting

Version 3

October 22, 2019

BACKGROUND

- Covers Squadron, Group (if applicable), and Wing reporting procedures in eServices
- Developed based on issues from 2016/17 introduction of the eServices reporting system
- Based on information from 2017 reporting procedures
- Briefing updated October 2019 with adjustments (highlighted in green)

NOTE: THIS INFORMATION IS SUBJECT TO CHANGE WITHOUT NOTICE BASED ON UNANNOUNCED UPDATES BY NHQ TO THE SYSTEM. IT WILL BE UPDATED AS QUICKLY AS POSSIBLE TO ACCOUNT FOR CHANGES.

System

- Lean enterprise management, requires both Commander and AEO/DAE involvement

- Two components: Plan of Action (POA), Activity Report; both required by CAPR 50-1

- Eliminates all paper-based reporting

- Ensures uniform reporting; AE Mission award

- Annual process that is time bound

Management

- Squadron and Group AEO data entry authority; Wing DAEs able to help with uploads, but cannot edit data entered by units

- Region AE staff blocked from any editing function to ensure no undue influence; “read only” access

- Requires proactive commander involvement with their AEOs/DAE for completion

Responsibilities

- AEOs/DAEs responsible for entry and accuracy

- Commanders responsible for review, approval, and supervising the program to ensure accurate data as well as meeting their own goals through AEO

- Approval authority CANNOT be delegated and must be completed in eServices

- eServices does NOT currently notify the respective commander when the report is ready at their level (March 2017)

POA Report

- Outlines goals for the next fiscal year (FY20 will begin with SQ POAs filed starting Oct 2019)

- Commander responsibility once AEO/DAE completes reporting requirements at that level

- POA review & approval:
  - Squadron/CC- Both; initiates command reporting
  - Group/CC- Both; supervises unit completion
  - Wing/CC- Both; supervises unit completion
  - Region/CC- Final approval for Wing POAs
  - NHQ- Reviews all reports, provides feedback

Activity Report

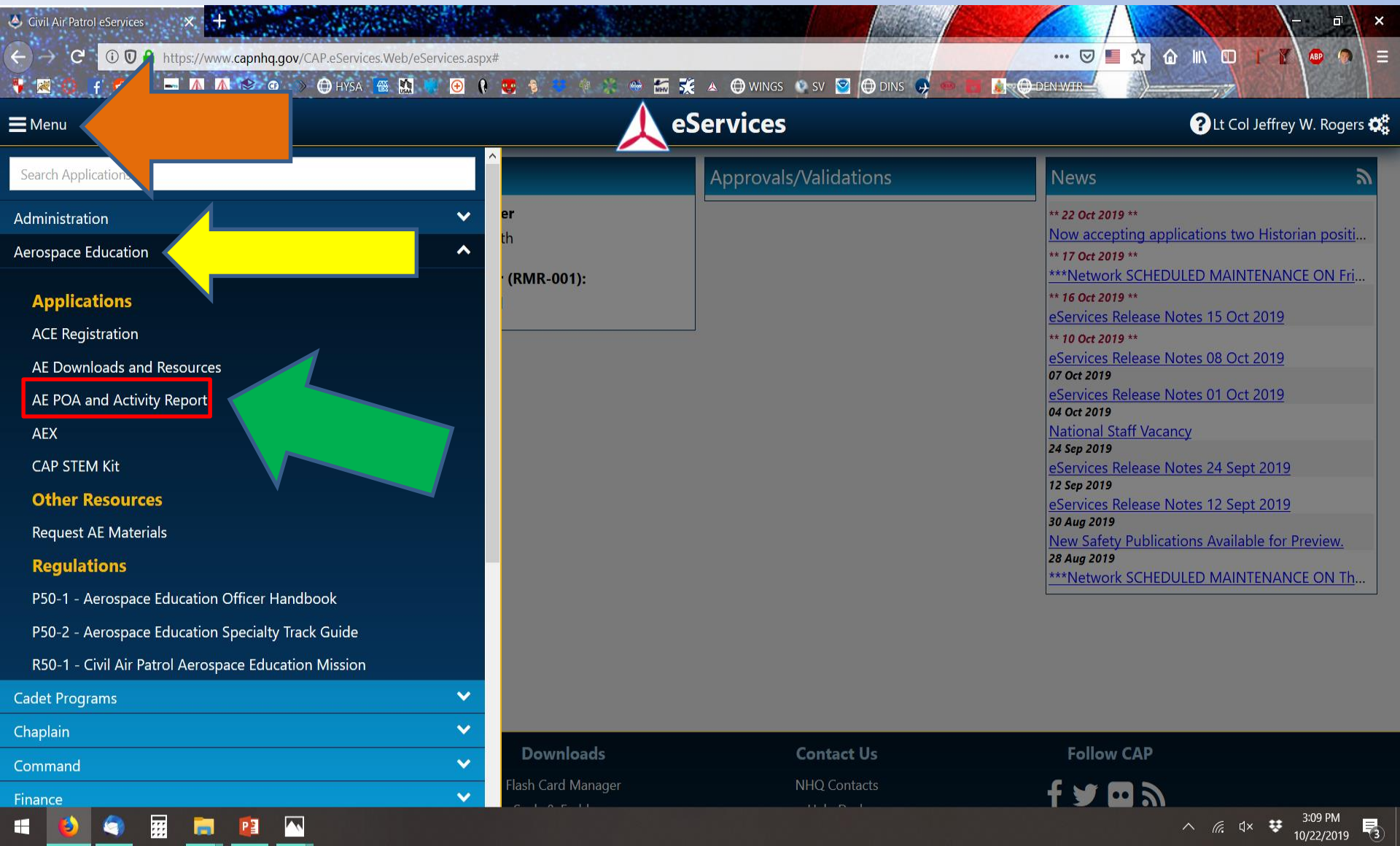
- Follow up that previous FY's goals were completed or not (FY19 reported Oct 2019); certification of goals met

- Data entry same process as POA

- Commander responsibility to review/approve once AEO/DAE completes reporting requirements

- Activity report review & approval:
  - Squadron/CC- Both; initiates command reporting
  - Group/CC- Both; supervises unit completion
  - Wing/CC- Final approval for Activity Reports
  - Region/NHQ- Can review and provide feedback

Access


Civil Air Patrol eServices
https://www.capnhq.gov/CAP.eServices.Web/eServices.aspx#
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** 22 Oct 2019 **
Now accepting applications two Historian positi...
** 17 Oct 2019 **
***Network SCHEDULED MAINTENANCE ON Fri...
** 16 Oct 2019 **
eServices Release Notes 15 Oct 2019
** 10 Oct 2019 **
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24 Sep 2019
eServices Release Notes 24 Sept 2019
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eServices Release Notes 12 Sept 2019
30 Aug 2019
New Safety Publications Available for Preview.
28 Aug 2019
***Network SCHEDULED MAINTENANCE ON Th...
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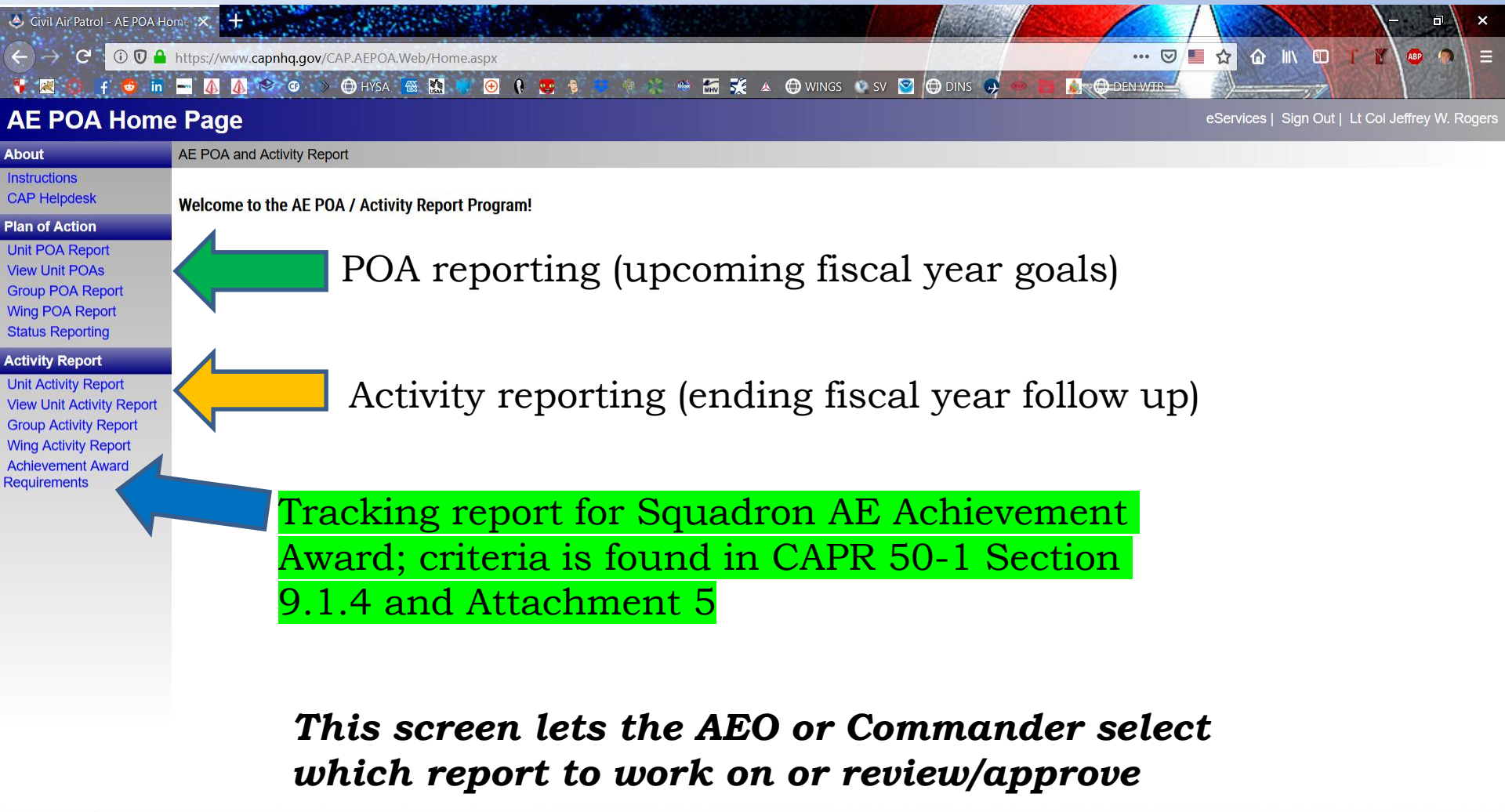
3:09 PM
10/22/2019

Report selection



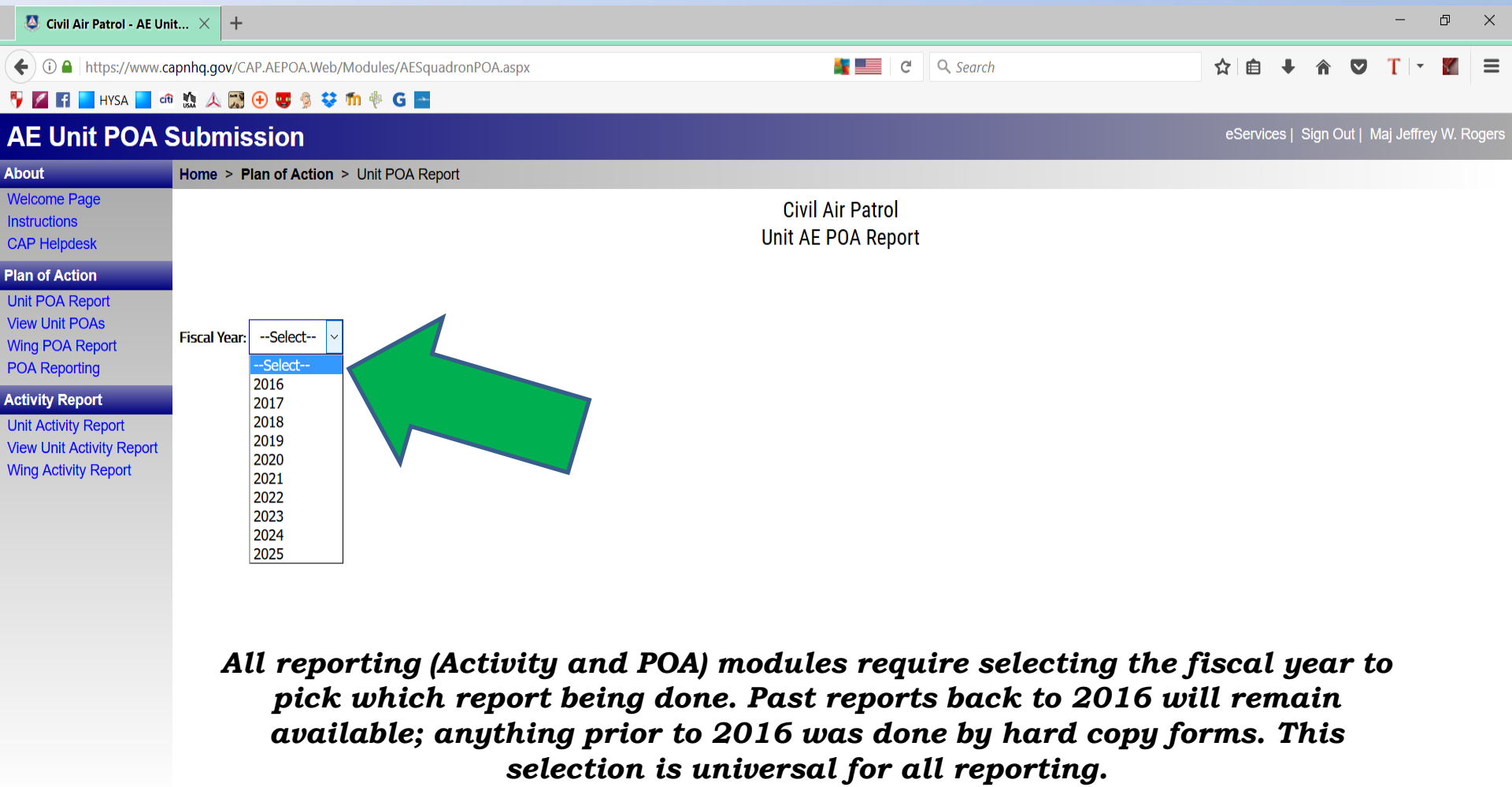
POA reporting (upcoming fiscal year goals)

Activity reporting (ending fiscal year follow up)

Tracking report for Squadron AE Achievement Award; criteria is found in CAPR 50-1 Section 9.1.4 and Attachment 5

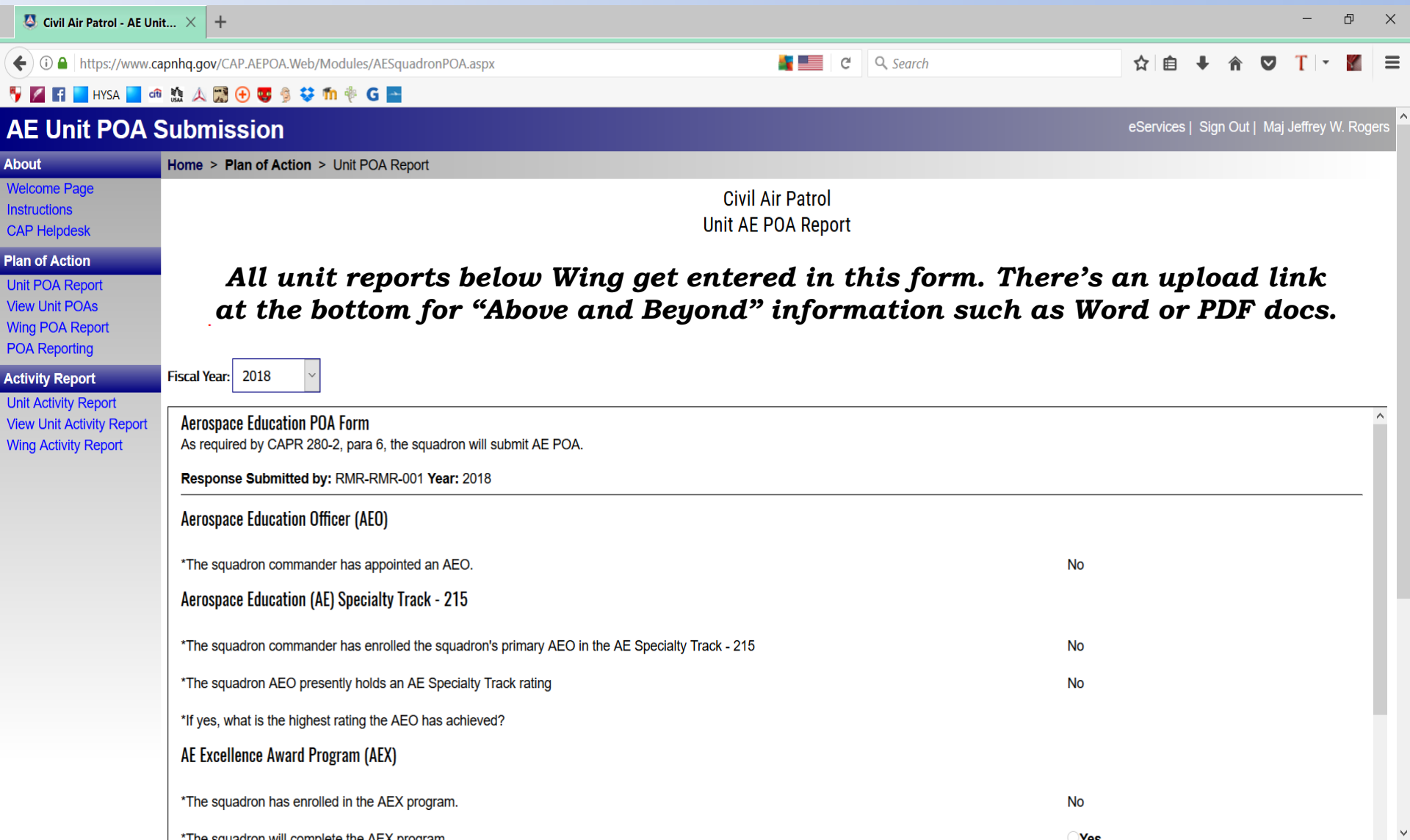
This screen lets the AEO or Commander select which report to work on or review/approve

Report period

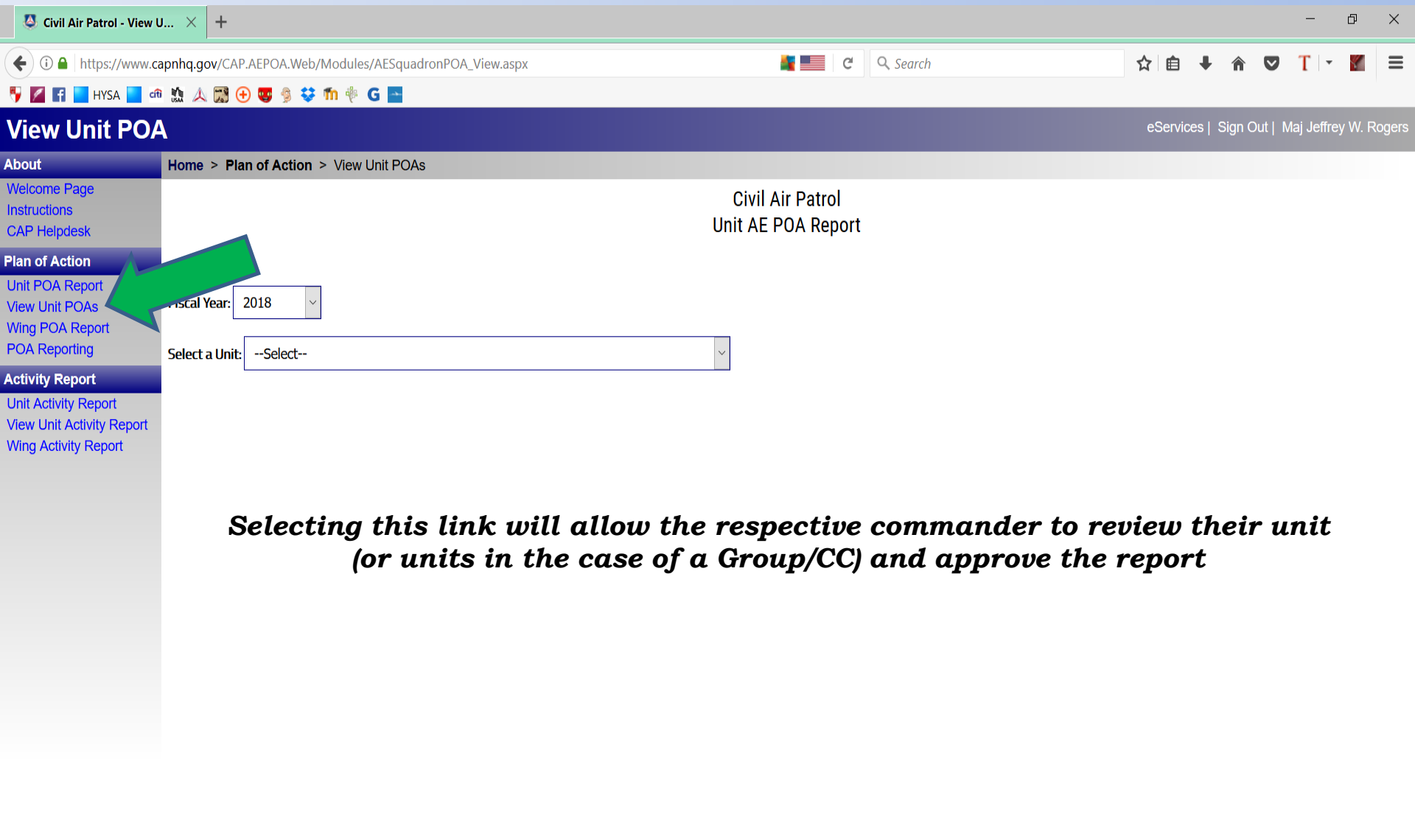


All reporting (Activity and POA) modules require selecting the fiscal year to pick which report being done. Past reports back to 2016 will remain available; anything prior to 2016 was done by hard copy forms. This selection is universal for all reporting.

SQ/GP Data entry



Unit POA review



Selecting this link will allow the respective commander to review their unit (or units in the case of a Group/CC) and approve the report

Unit POA selection

Civil Air Patrol - View U...

https://www.capnhq.gov/CAP.AEPOA.Web/Modules/AESquadronPOA_View.aspx

View Unit POA

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Home > **Plan of Action** > View Unit POAs

Civil Air Patrol
Unit AE POA Report

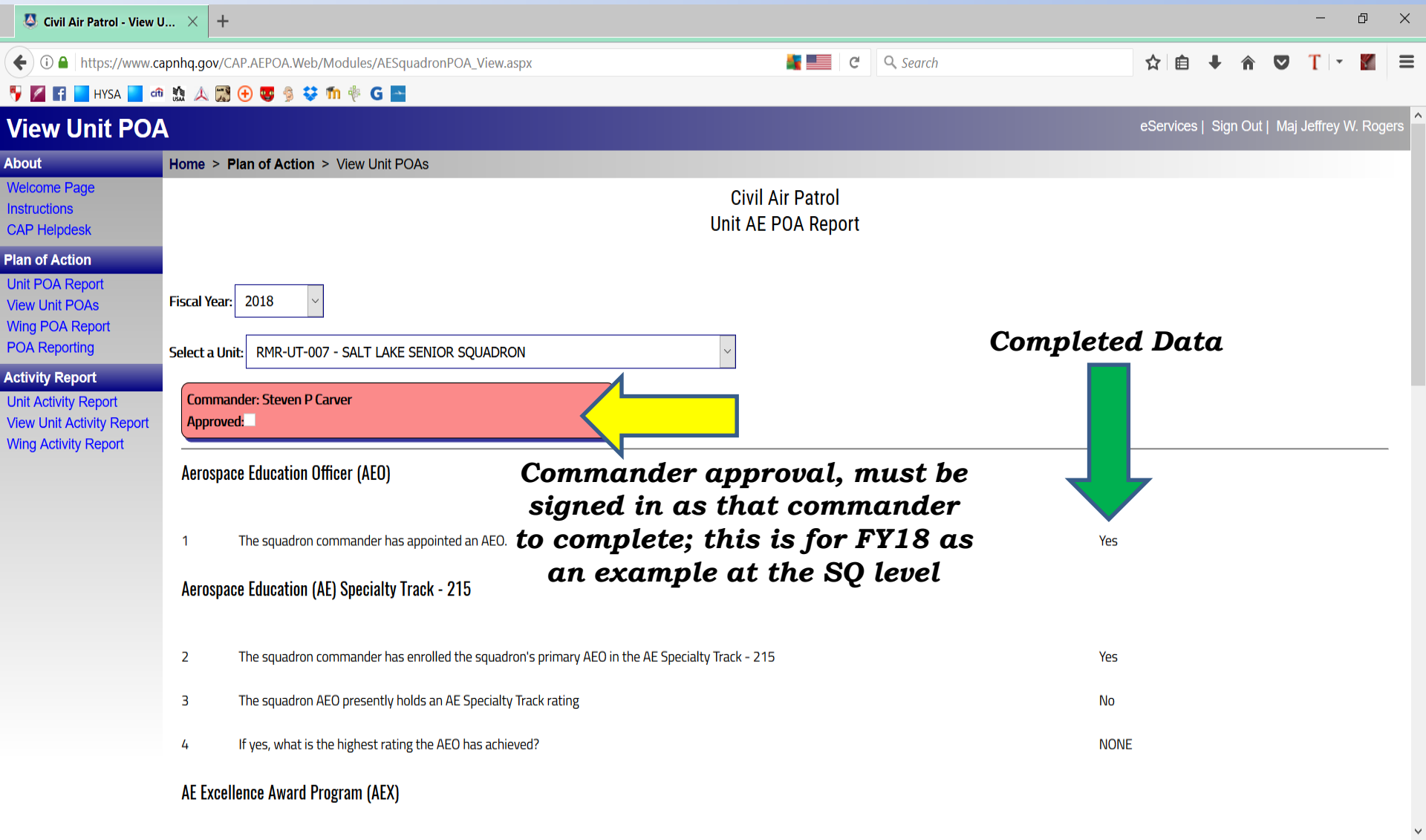
Fiscal Year: 2018

Select a Unit: RMR-CO-080 - PIKES PEAK SENIOR SQDN

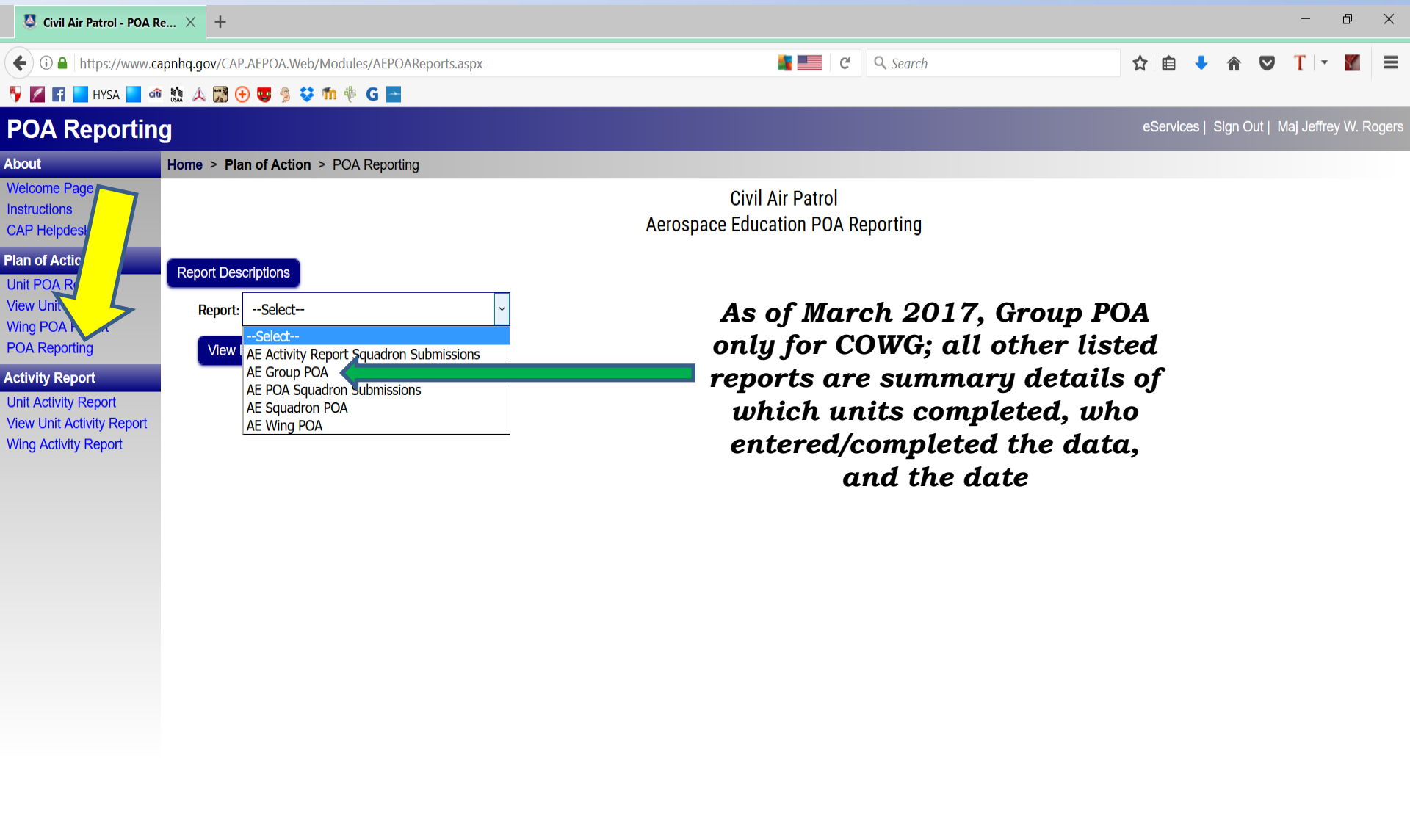
--Select--
RMR-CO-000 - COLORADO WING HQ SQ
RMR-CO-015 - THUNDER MOUNTAIN COMPOSITE SQDN
RMR-CO-021 - GREELEY COMPOSITE SQDN
RMR-CO-022 - VANCE BRAND CADET SQDN
RMR-CO-030 - COLORADO SPRINGS CADET SQDN
RMR-CO-031 - FOOTHILLS CADET SQDN
RMR-CO-068 - NORTH VALLEY COMPOSITE SQDN
RMR-CO-072 - BOULDER COMPOSITE SQDN
RMR-CO-080 - PIKES PEAK SENIOR SQDN
RMR-CO-085 - DELTA COUNTY CADET SQUADRON
RMR-CO-098 - FREMONT STARFIRE CADET SQDN
RMR-CO-099 - BROOMFIELD COMPOSITE SQDN
RMR-CO-136 - JEFFERSON COUNTY SENIOR SQDN
RMR-CO-139 - CORTEZ SENIOR SQUADRON
RMR-CO-141 - MONTROSE COMPOSITE SQDN
RMR-CO-143 - MILE HIGH CADET SQUADRON
RMR-CO-147 - THOMPSON VALLEY COMPOSITE SQDN
RMR-CO-148 - MUSTANG CADET SQDN
RMR-CO-157 - DOUGLAS CADET SQDN

Select the appropriate unit

Unit/CC approval

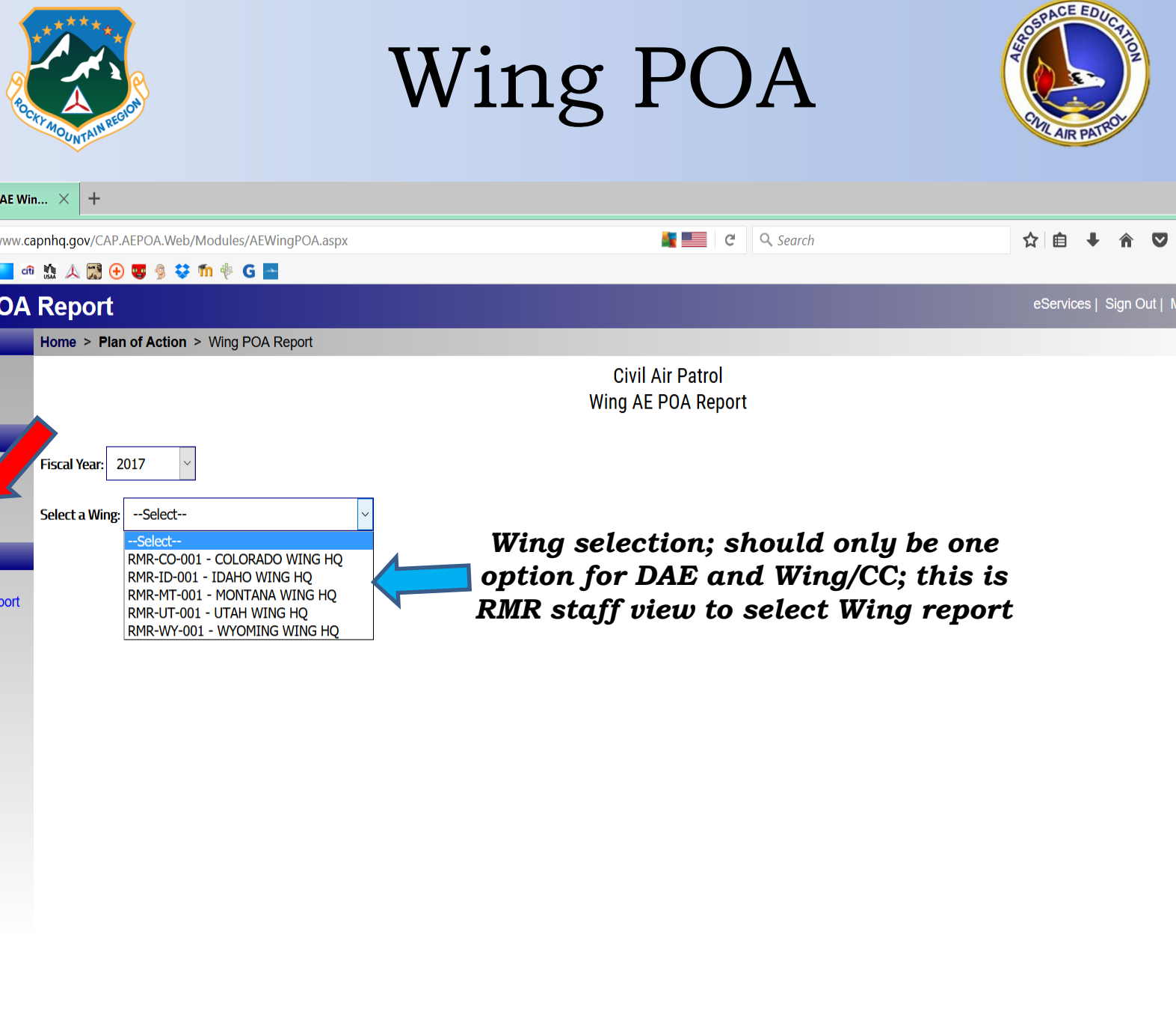


Detailed reports



As of March 2017, Group POA only for COWG; all other listed reports are summary details of which units completed, who entered/completed the data, and the date

Wing POA


Civil Air Patrol - AE Win...
https://www.capnhq.gov/CAP.AEPOA.Web/Modules/AEWingPOA.aspx
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Wing AE POA Report
Fiscal Year: 2017
Select a Wing: --Select--
--Select--
RMR-CO-001 - COLORADO WING HQ
RMR-ID-001 - IDAHO WING HQ
RMR-MT-001 - MONTANA WING HQ
RMR-UT-001 - UTAH WING HQ
RMR-WY-001 - WYOMING WING HQ
Wing selection; should only be one option for DAE and Wing/CC; this is RMR staff view to select Wing report

Summary report

Civil Air Patrol - AE Win...

https://www.capnhq.gov/CAP.AEPOA.Web/Modules/AEWingPOA.aspx

AE Wing POA Report

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Home > Plan of Action > Wing POA Report

Civil Air Patrol
Wing AE POA Report
Wing: RMR-WY-001 - WYOMING WING HQ

Fiscal Year: 2017

Select a Wing: RMR-WY-001 - WYOMING WING HQ

SQ/CC approved POA (green color)

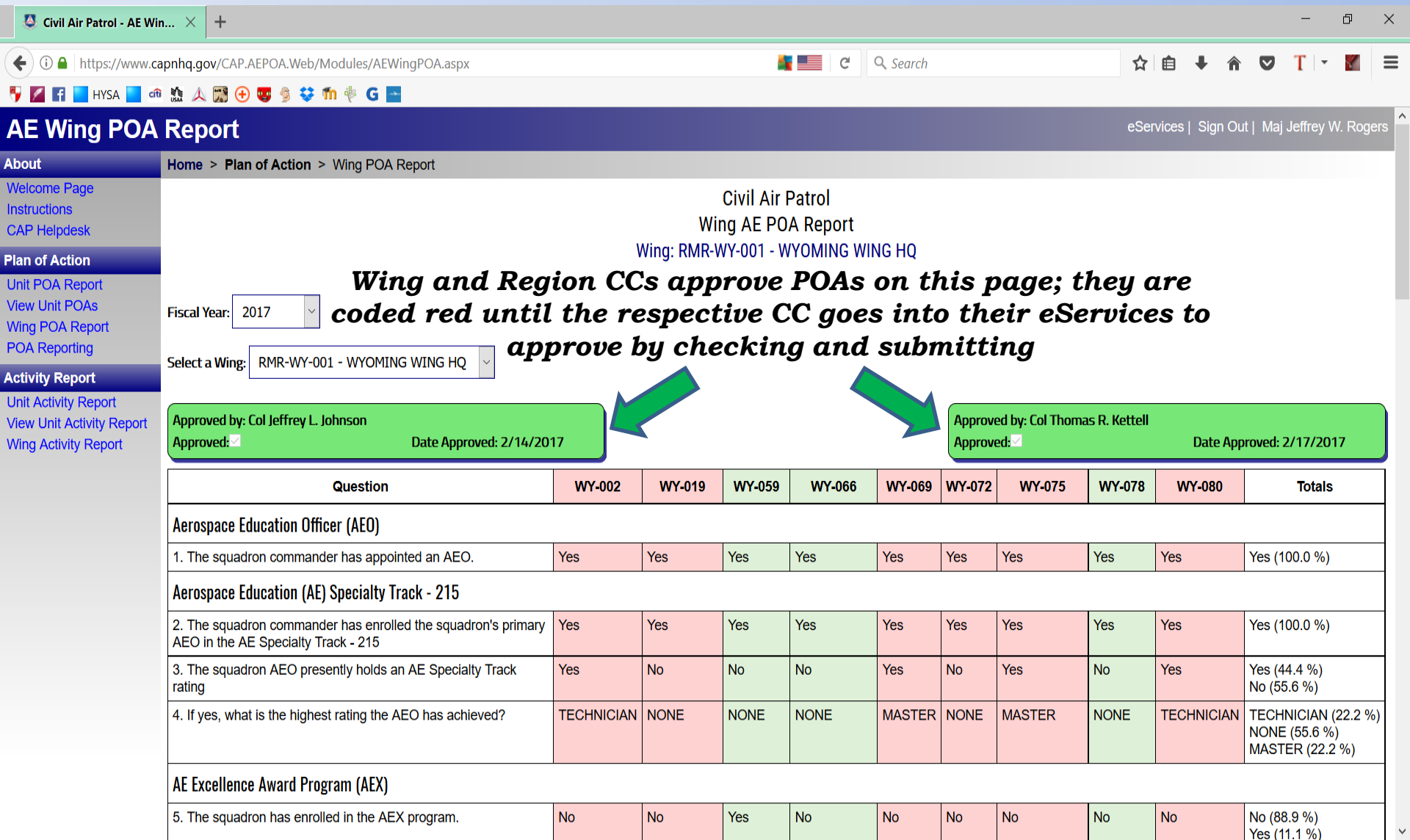
AEO completed data entry; SQ/CC did not approve POA in eServices (red color)

Approved by: Col Jeffrey L. Johnson
Approved: ☑ Date Approved: 2/14/2017

Approved by: Col Thomas R. Kettell
Approved: ☑ e Approved: 2/17/2017

Question	WY-002	WY-019	WY-059	WY-066	WY-069	WY-072	WY-075	WY-078	WY-080	Totals
Aerospace Education Officer (AEO)										
1. The squadron commander has appointed an AEO.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes (100.0 %)
Aerospace Education (AE) Specialty Track - 215										
2. The squadron commander has enrolled the squadron's primary AEO in the AE Specialty Track - 215	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes (100.0 %)
3. The squadron AEO presently holds an AE Specialty Track rating	Yes	No	No	No	Yes	No	Yes	No	Yes	Yes (44.4 %) No (55.6 %)
4. If yes, what is the highest rating the AEO has achieved?	TECHNICIAN	NONE	NONE	NONE	MASTER	NONE	MASTER	NONE	TECHNICIAN	TECHNICIAN (22.2 %) NONE (55.6 %) MASTER (22.2 %)
AE Excellence Award Program (AEX)										
5. The squadron has enrolled in the AEX program.	No	No	Yes	No	No	No	No	No	No	No (88.9 %) Yes (11.1 %)

Wing/RMR approval



Civil Air Patrol - AE Win...

https://www.capnhq.gov/CAP.AEPOA.Web/Modules/AEWingPOA.aspx

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HYSA

AE Wing POA Report

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Civil Air Patrol
Wing AE POA Report
Wing: RMR-WY-001 - WYOMING WING HQ

Wing and Region CCs approve POAs on this page; they are coded red until the respective CC goes into their eServices to approve by checking and submitting

Fiscal Year: 2017

Select a Wing: RMR-WY-001 - WYOMING WING HQ

Approved by: Col Jeffrey L. Johnson
Approved: ☑ Date Approved: 2/14/2017

Approved by: Col Thomas R. Kettell
Approved: ☑ Date Approved: 2/17/2017

Question	WY-002	WY-019	WY-059	WY-066	WY-069	WY-072	WY-075	WY-078	WY-080	Totals
Aerospace Education Officer (AEO)										
1. The squadron commander has appointed an AEO.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes (100.0 %)
Aerospace Education (AE) Specialty Track - 215										
2. The squadron commander has enrolled the squadron's primary AEO in the AE Specialty Track - 215	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes (100.0 %)
3. The squadron AEO presently holds an AE Specialty Track rating	Yes	No	No	No	Yes	No	Yes	No	Yes	Yes (44.4 %) No (55.6 %)
4. If yes, what is the highest rating the AEO has achieved?	TECHNICIAN	NONE	NONE	NONE	MASTER	NONE	MASTER	NONE	TECHNICIAN	TECHNICIAN (22.2 %) NONE (55.6 %) MASTER (22.2 %)
AE Excellence Award Program (AEX)										
5. The squadron has enrolled in the AEX program.	No	No	Yes	No	No	No	No	No	No	No (88.9 %) Yes (11.1 %)

Activity report

Civil Air Patrol - Unit Ac...

https://www.capnhq.gov/CAP.AEPOA.Web/Modules/UnitAR.aspx

Unit Activity Report

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Home > Activity Report > Unit Activity Report

Civil Air Patrol
Unit AE Activity Report

All unit reports below Wing get entered in this form. There's an upload link at the bottom for "Above and Beyond" information such as Word or PDF docs as well. This is the follow up to report actual completion.

Fiscal Year: 2018

Aerospace Education Activity Report

This is the Aerospace Education Activity report that is completed by 15 October

Response Submitted by: RMR-RMR-001 **Year:** 2018

*The squadron submitted the online squadron AE POA by 15 October last year.	○ Yes ○ No

Aerospace Education Officer (AEO)

*The squadron commander appointed a primary AEO.	No
*The squadron commander is presently serving as the unit's AEO.	No
*The squadron has other senior members serving as unit assistant AEOs listed in NHQ database.	No

Aerospace Education (AE) Specialty Track - 215

Activity approval

Civil Air Patrol - Wing A...

https://www.capnhq.gov/CAP.AEPOA.Web/Modules/WingAR.aspx

Wing Activity Report

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Civil Air Patrol
Wing AE Activity Report

This form is used to complete the FY that is ENDING. So FY19 will be selected in Oct 2019 for Activity Reports. 2020 will be selected for POAs.

Fiscal Year: 2018

Select a Wing: RMR-MT-001 - MONTANA WING HQ

Commander: Nolan S Teel
Approved:

Wing/CC only; no Region/CC approval

Question	MT-008	MT-012	MT-018	MT-031	MT-037	MT-038	MT-053	MT-057	MT-060	Totals
1. The squadron submitted the online squadron AE POA by 15 October last year.										(100.0 %)
Aerospace Education Officer (AEO)										
2. The squadron commander appointed a primary AEO.	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes (88.9 %) No (11.1 %)
3. The squadron commander is presently serving as the unit's AEO.	No	No	No	Yes	No	No	No	No	No	No (88.9 %) Yes (11.1 %)
4. The squadron has other senior members serving as unit assistant AEOs listed in NHQ database.	No	No	Yes	No	Yes	No	Yes	No	No	No (66.7 %) Yes (33.3 %)
Aerospace Education (AE) Specialty Track - 215										
5. The squadron's primary AEO is enrolled in the AE Specialty Track - 215.	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes (88.9 %) No (11.1 %)
6. If not enrolled, is it because the primary AEO has the 215 master rating.	No	No	No	No	No	No	Yes	No	No	No (88.9 %) Yes (11.1 %)
7. If no, what is the highest rating the primary AEO has achieved?	NONE	TECHNICIAN	NONE	NONE	NONE		MASTER	NONE	NONE	NONE (66.7 %)

Above and Beyond ID-MT-UT-WY

community organizations you assisted: (ie. Boy/Girl Scouts, 4-H, Rotary, or Lions Clubs)	and county libraries.	University Eastern, Aggie Aviation Adventure						School Teachers			Scouts JROTC			academy
28. Above and Beyond. The squadron performed AE activities above and beyond the listed items. Upload a document describing these additional activities (or a blank document if none).	Download	Download	Download	No File	No File	Download	Download	Download	Download	No File	Download	Download	No File	Download

SQ

Wing: Above and Beyond

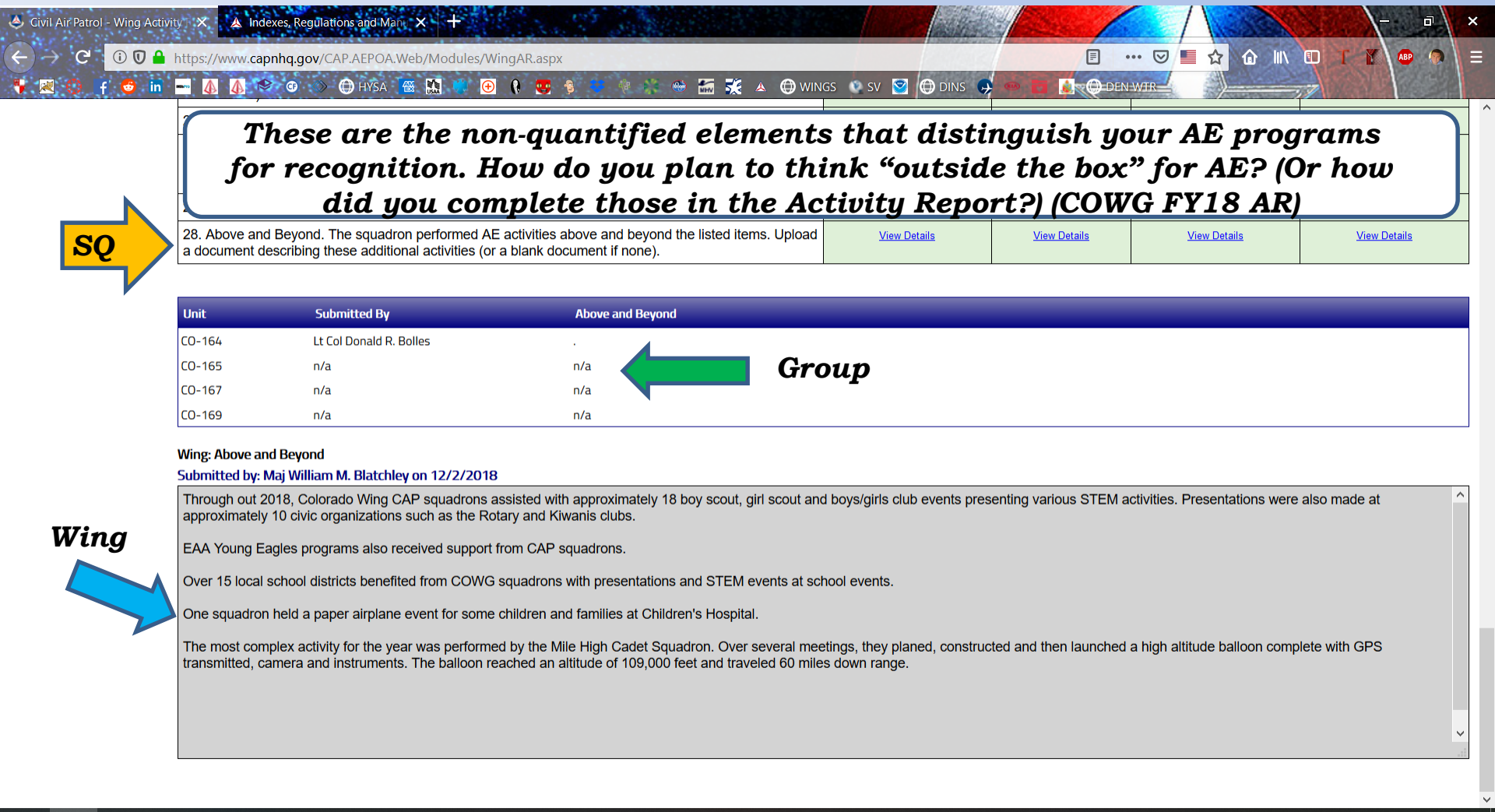
NO GROUP COMMAND STRUCTURE

Wing

Above and Beyond is universal for both POAs and Activity Reports. This is from the FY19 Activity to show all command levels from wings OTHER than Colorado. SQ Above and Beyond can be uploaded in the data entry when they do their reports (Word or PDF). Wing utilizes this field as a summary for this. This is all considered for the Aerospace Education Mission Award.

These are the non-quantified elements that distinguish your AE programs for recognition. How do you plan to think "outside the box" for AE? (Or how did you complete those in the Activity Report?)

Above and Beyond COWG



AE Achievement Award

All updated material as of October 2019

View Achievement Award Requirements

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- Achievement Award Requirements

AE POA and Activity Report > **Activity Report** > Achievement Award Requirements

Civil Air Patrol
Achievement Award Requirements

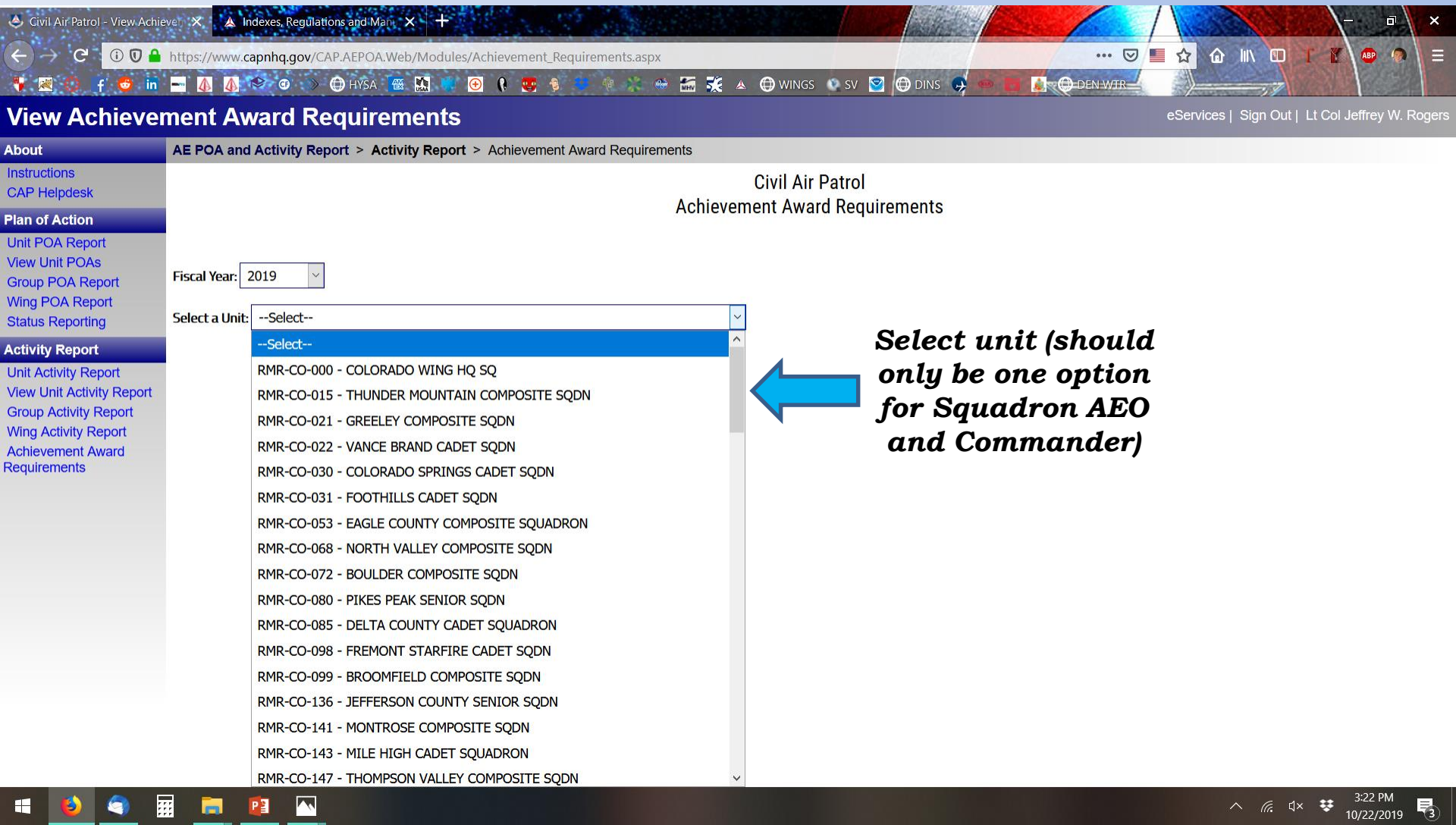
Fiscal Year: --Select--

--Select--
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025

Select year

AE Achievement Award

All updated material as of October 2019



AE Achievement Award

All updated material as of October 2019

Required Tasks

Aerospace Education Officer (AEO) - Every squadron will have a minimum of one AEO. Please list the name, CAPID, and rank of the primary AEO.	[redacted]
Aerospace Education (AE) Specialty Track 215 - All AEOs in the squadron are working to achieve or have achieved the master rating in the AE Specialty Track 215. Please list the specialty rating of the primary AEO.	Yes - TECHNICIAN
AE Plan of Action (AE POA) - The squadron submitted an annual AE POA not later than 30 November (Last Year).	Yes
AE Activity Report - The squadron submitted an annual AE activity Report not later than 30 October (This Year).	Yes

Internal AE Tasks

AE Excellence Award Program (AEX) - The squadron did enroll and complete the AEX Award Program.	No
Model Rocketry Program - Squadrons with cadets completed the Model Rocketry Program.	No
Science, Technology, Engineering and Math (STEM) Kits - Squadron ordered, used and evaluated at least one CAP STEM Kit.	No
Yeager Award - The AEO and 75% of Senior Members have earned the Yeager Award.	No
AE Award Nominations - The squadron submitted at least one AE award nomination.	No

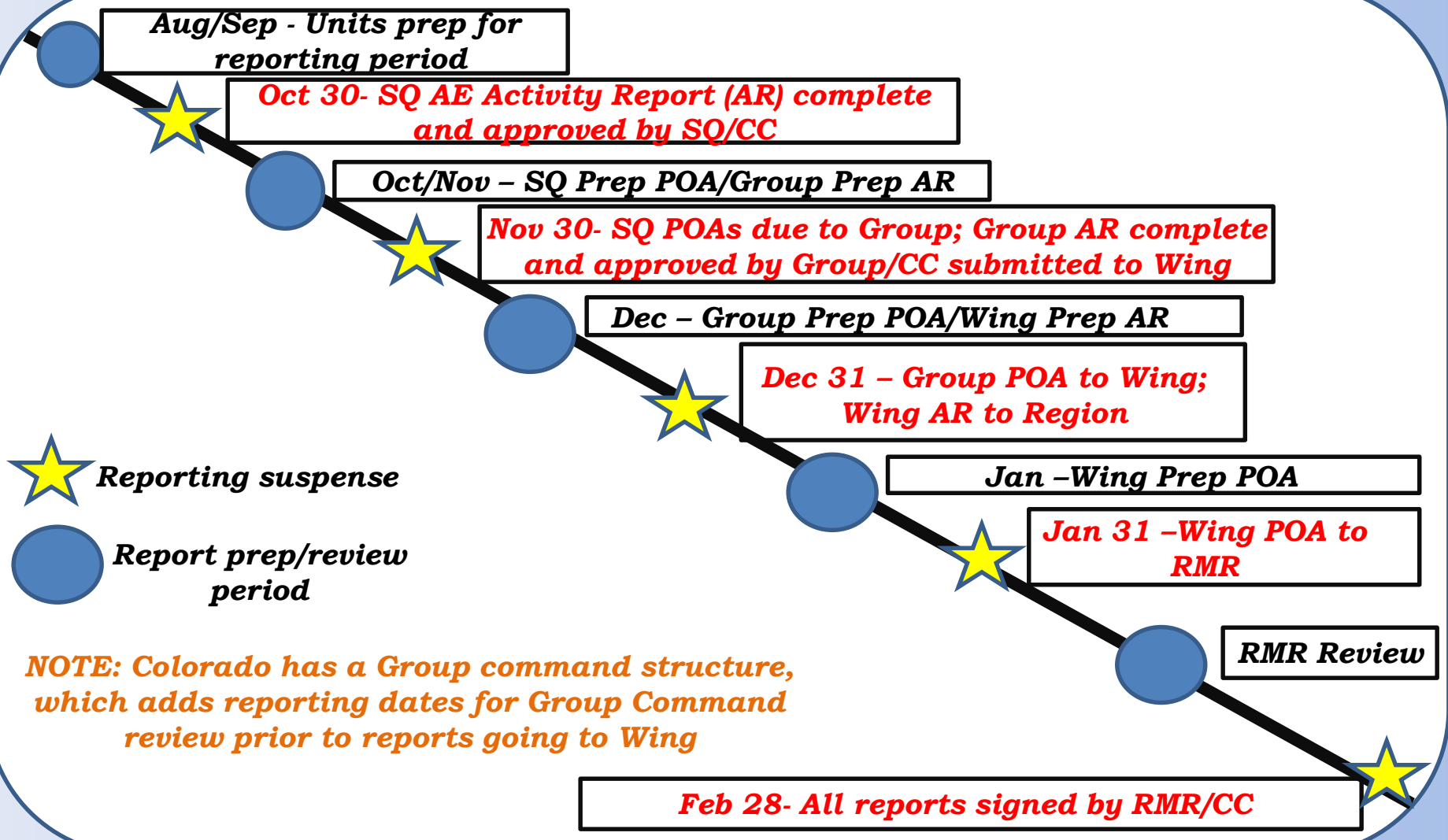
External AE Tasks

Aerospace Education Member (AEM) - The squadron recruited an AEM	No
AEX and AE Activities - A squadron member or members will assist an AEM in completing AEX program activities, STEM activities or present an AE activity in a local school/home school learning environment.	Yes
Science, Technology, Engineering and Math (STEM) Kits - a squadron member or members assisted an AEM in ordering, participating and evaluating a CAP STEM Kit.	Yes
Aerospace Connections in Education (ACE) - A squadron member or members assisted an ACE teacher with their ACE lessons or activities.	Yes
Youth Group or Civic and AE Activities or Presentation - A squadron member or members will assist a community youth group with an AE activity/presentation or make an AE presentation to a community civic organization.	Yes

Example of a 2019 AE Achievement Award Report at the squadron level

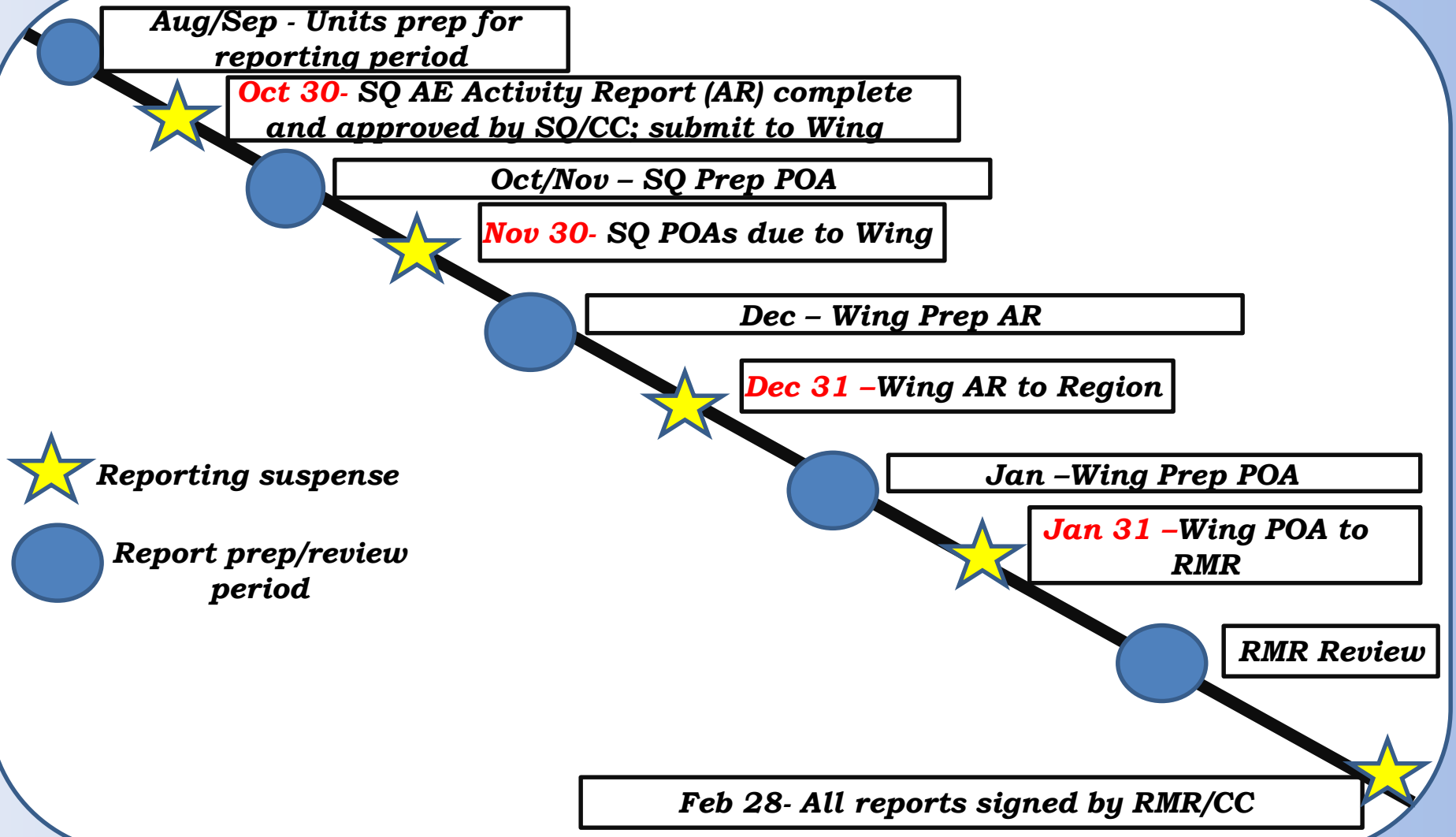
Ref. CAPR 50-1 Attachment 5 for criteria details

Annual Glideslope COLORADO ONLY



NOTE: Colorado has a Group command structure, which adds reporting dates for Group Command review prior to reports going to Wing

Annual Glideslope ID-MT-UT-WY



2019/20 Planning

- **Remember**: Activity Reports (AR) are for the fiscal year ENDING (FY19); Plan of Action is for new Fiscal Year (FY20); AE Achievement Awards and Mission Awards follow the same timeline as reporting (CAPR 50-1)

- SQ (ALL): AR due October 30; POA due November 30

- Group (COWG Only): Review SQ AR and POA, Group/CC approval and submit to Wing; AR Nov 30, POA Dec 31

- Wing: Review SQ and Group AR/POAs; Wing/CC approval and submit to Region; AR Dec 31, POA Jan 31

2019/20 Planning

Region:

- Review all reporting elements as reporting begins in August/September
- Support Wing DAEs and Unit AEOs for AR/POA prep to avoid last minute emergency changes
- Region/CC review and approval for Wing ARs and POAs NLT February 28
- Region/CC approval will constitute submission to NHQ for recording and any additional review

References

- CAPR 50-1: Annual suspense dates, required reporting items

- eServices AE: Instructions module (requires log in)